



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

Special Event Permit Information

The Town of Discovery Bay enjoys many varied special events throughout the year. These events are important gatherings in the community that add significantly to the quality of life for our residents and visitors. The Town's intent is to encourage high-quality events and to assist event organizers in planning a safe and successful event with minimal adverse impacts upon our citizens and neighborhoods surrounding the event. We have put this document together to assist you in planning a successful event.

In the Town of Discovery Bay, "Special Event" is defined as an event which is scheduled to take place in whole or in part on Town property, including events which will be conducted on a Town street, sidewalk, alley or other right-of-way or other public areas.

Some events may include amplified music, admission charges, alcohol consumption, sales of goods or services, unusually large numbers of people or the use of Town property and Town personnel. These requirements each have separate permit costs, related fees, and various agency approval requirements.

When turning in your application, YOU MUST:

- Thoroughly complete the application. Incomplete applications will not be accepted and will delay processing, which affects the availability of your preferred event date and/or location.
- Submit completed application a minimum of 60 days prior to the event and no more than twelve (12) months in advance of the event date.
- Pay a non-refundable application fee. Refer to the fee schedule for approximate applicable fees

The applicant will receive a Conditional Notice of Approval or Notice of Denial within twenty (20) working days of submission of the Special Event Permit application. If the application is conditionally approved, the permit is not valid until verification that all conditions have been met, all fees have been paid, and permit is signed by both the Applicant and the Town.

This information is intended to assist you in planning your event and will help answer your questions. For further information, please call the Town of Discovery Bay Community Center at (925) 392-4575. You may also visit our office, Monday through Friday, 8AM to 4PM at 1601 Discovery Bay Blvd in Discovery Bay.

Special Event Permit Requirements

Each Special Event Application will require specific permits and documentation. Upon completion of application the following items may be required from the applicant:

Map/Diagram/Plot plan of your overall event layout

Event layout includes, and is not limited to, fenced areas and/or a route map for parades, runs, walks, marches, etc.; location of stages; bleachers; portable restroom facilities; alcohol dispensing areas; entrances, exits and emergency exits; first aid; vendors; inflatables, tents, rides, canopies; booths or other temporary structures; waste and recycling receptacles/dumpsters.

- Security Plan.
- Proof of Alcoholic Beverage Control License, if serving alcohol.
- Fire Department approval/proof of permit if temporary structures are involved.
- Proof of Contra Costa County Environmental Health (CCCEH) permit if food is being served.
- Special Event Umbrella Insurance.
- Waste Management/Recycling Bin Service Agreement.
- Insurance coverage documentation.
- Proof of non-profit status.
- Written document of the authority of the applicant being authorized to sign the application on behalf of the organization.
- If any private property is to be used for the event, applicant shall provide written authorization from the property owner of the property to be used, with dates and time from beginning to end.
- Flyers describing event.

Common Grounds for Denial of the Special Event Application:

- Application is submitted less than 60 days prior to scheduled event start date.
- Application if found to be incomplete or contain any falsehoods or misrepresentation.
- Inadequate insurance coverage.
- Requested venue has already been reserved on the same date and time for another event.
- Town staff cannot provide necessary services to ensure public safety or prepare/maintain venue.
- Event organizer has violated the terms of previous event permit or damaged Town Property.
- Event organizer has unpaid debts resulting from previous events.
- Event is determined to not comply with state or local recycling mandates.
- Event is in conflict with adopted rules or use of the proposed facility.
- Event is determined to be unsafe for the Community.
- The current condition of the venue is unsuitable for the event.

Appeal Process: If your Special Event Permit application is rejected or denied, or if you object to a condition of Approval, a request for review may be submitted in writing to the General Manager or designed within ten (10) working days of notification of denial.



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT: **Location:** ☐ Community Center ☐ Cornell Park ☐ Ravenswood Park

Please check all that apply to your Special Event:

- | | | |
|---|---|--|
| <input type="checkbox"/> Arts/Crafts/Safety Faire | <input type="checkbox"/> Concert | <input type="checkbox"/> Park Festival |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Egg Hunt | <input type="checkbox"/> Parking Lot Sales |
| <input type="checkbox"/> Business/Health Faire | <input type="checkbox"/> Filming | <input type="checkbox"/> Protest/Rally/Demonstration |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Pyrotechnics/Fireworks |
| <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Movie in the Park | <input type="checkbox"/> Race/Run/Marathon |
| <input type="checkbox"/> Certified Farmers Market | <input type="checkbox"/> Outdoor Retail Sales | <input type="checkbox"/> Street Festival |
| <input type="checkbox"/> Clothing/Food Give-Away | <input type="checkbox"/> Parade/Procession | <input type="checkbox"/> Walk-A-Thon |

☐ Other: _____ Estimated number of participants per day: _____ Total Attendance: _____

CONTACT INFORMATION

Name/Organization: _____

Address: _____ E-mail: _____

Main Contact: _____ Phone Number: _____

Secondary Contact: _____ Phone Number: _____

EVENT INFORMATION

Date Submitted: _____ Actual Event Dates: _____

Set up Times: _____ to _____ Actual Event Times: _____ to _____ Take down/Clean-up: _____ to _____

Check all applicable items:

- | | | |
|--|---|---|
| <input type="checkbox"/> Alcohol to be Sold* | <input type="checkbox"/> Fireworks/Pyrotechnics | <input type="checkbox"/> Portable Fencing |
| <input type="checkbox"/> Alcohol to be given away* | <input type="checkbox"/> Food to be given away | <input type="checkbox"/> Portable Lights |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Food to be sold** | <input type="checkbox"/> Portable Stage |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Free Admission | <input type="checkbox"/> Portable Toilets |
| <input type="checkbox"/> Comfort Stations | <input type="checkbox"/> Garbage Removal | <input type="checkbox"/> Private Event |
| <input type="checkbox"/> Cones and/or Delineators | <input type="checkbox"/> Jump/Bounce Houses | <input type="checkbox"/> Recycling Receptacles |
| <input type="checkbox"/> Craft Booths | <input type="checkbox"/> Mobile Medical Service Vehicles | <input type="checkbox"/> Rides/Amusements |
| <input type="checkbox"/> Electric Generators | <input type="checkbox"/> Music <input type="checkbox"/> DJ <input type="checkbox"/> Live Band | <input type="checkbox"/> Security |
| <input type="checkbox"/> Electrical Power Sources | <input type="checkbox"/> Open to the public | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Parade | <input type="checkbox"/> Tickets to be sold for entry |
| <input type="checkbox"/> Extra Parking Lots | <input type="checkbox"/> Portable Bleachers | <input type="checkbox"/> Vendor Booths |

***ALCOHOL IS NOT ALLOWED WITHOUT ALCOHOL PERMIT APPLICATION APPROVED BY THE GENERAL
MANAGER**

**** A Temporary Food Event Permit must be obtained from CCCEH if food is given away or sold at a public/community event**

PLEASE NOTE THAT WE ARE NOT A BANQUET FACILITY AND DO NOT HAVE A KITCHEN

FEE(S) / DEPOSIT(S) / CANCELLATIONS

The rental fee and deposit are due the day you make your reservation. The rental fee may be paid by Visa, Mastercard, check or money order. The deposit is required to be paid separately from the rental fee by check or money order made payable to the "Town of Discovery Bay CSD."

Cancellation for Special Event Permit Applications occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, 100% of deposit shall be returned.

Applicant Signature: _____ **Date:** _____

WAIVER, RELEASE & INDEMNITY AGREEMENT

Waiver, Release and Indemnity Agreement: The person signing this Agreement warrants that he/she has the authority to execute this Agreement or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of the Agreement by such signature. I hereby understand this application is to request usage of a Facility and accept personal responsibility for damage sustained and/or cost incurred by the Town of Discovery Bay CSD because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the Town of Discovery Bay CSD for any damage arising from the use of said Facility, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Facility. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the Town of Discovery Bay CSD governing the use of the Facility. I understand and agree that failure to abide by the rules, regulations and policies of the Town of Discovery Bay CSD shall result in the immediate loss of privileges of use of the Facility and/or privileges for future use. I also agree to hold the Town of Discovery Bay CSD, its officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost or legal expense that may arise during or be caused in any way by such use or occupancy of the Facility. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns.

Applicant Signature: _____ **Date:** _____

For Office Accounting Use Only

Rental Rate: _____ Deposit Amount: _____ Deposit Ck # _____

Number of Hours: _____ Date Rental Fee Paid: _____ ☐ Ck # _____ ☐ Cash ☐ Credit Card

Total: _____ Insurance Required? _____

Staff Signature: _____ **Date:** _____

Fee Waiver Approval by Town General Manager: _____ Date: _____

Note any Pre-existing damage to the area:

POST EVENT INSPECTION

Note any damage or cleaning needed to the premises:

Deposit Amount: _____

Cost of Cleaning: _____

Cost on Damages: _____

Deposit Returned: _____

Staff Signature: _____ Date: _____

Renter Signature: _____ Date: _____

Additional Comments/Notes